

OCCUPATIONAL SAFETY AND HEALTH REPORT

CENTRAL INTELLIGENCE AGENCY

1 January through 31 December 1973

PART I. SAFETY AND HEALTH PROGRAM CY-1973 - AREAS OF EMPHASIS

A. The three major causes of disabling injuries/illnesses during 1972 were slips and falls, health hazards, and handling material and equipment. These causes were selected for special attention during 1973 with emphasis placed as follows:

1. Eleven (11) comprehensive safety inspections were conducted of major facilities, four in the headquarters area and seven in the field. In each instance a detailed report was forwarded to the responsible official recommending necessary corrective action. This is a reduction of five inspections from the previous year due primarily to increased activity in the headquarters area where thirty-eight (38) special safety inspections of work places were conducted.

2. A total of fourteen (14) different pamphlets pertaining to various safety hazards and the National Safety Council's monthly publication "Safe Worker" were distributed to Agency employees in the headquarters area. Effective the third quarter, the educational and promotional program was extended on a quarterly basis to cover a large number of field installations. A total of 30,370 pieces of the safety literature

was distributed. Further, copies of the President's proclamation designating National Safe Boating Week were posted on bulletin boards of buildings occupied by Agency personnel.

3. Each accident and injury/illness report was reviewed and corrective action was initiated as necessary. A total of six hundred and nine (609) such reports was reviewed. Two notices were distributed to employees placing emphasis on the complete reporting of accidents, fires, and injuries as required by published Agency regulations.

4. To supplement the briefings of the collateral duty officers of the previous year, copies of the Occupational Safety and Health Standards were distributed to the field facilities of a major component within the Agency.

5. Agency employees were provided personal protective equipment whenever such was determined to be necessary for their protection.

6. Safety and health standards were maintained in a current status through review of the daily issues of the Federal Register. One hundred and six (106) additional safety standards and related safety publications were procured in maintaining an up-to-date library in the Safety Branch.

7. Special tests were conducted at selected installations to determine noise levels and hazardous atmospheres.

8. Plans and specifications for new construction and remodeling were reviewed

to insure compliance with applicable safety standards and codes.

9. Specialized training was provided to Agency employees as follows:

a. Selected personnel in the Safety Branch attended one-week and three-day courses in suspect packages and letter bombs, a two-day seminar on OSHA and the two-day Federal Safety Conference.

b. Special instructions in safety and fire protection for the installation and operation of gasoline and diesel fuel motor generators were provided to three employees involved in these operations.

c. Members of the Agency Building Evacuation Organization were briefed on their duties in the event of an emergency evacuation. Fire drills were conducted in eight facilities. Further, fire evacuation plans for seven facilities were reviewed and four were updated.

d. Seventeen (17) security officers assigned to various components throughout the Agency were given two days of intensive safety and fire-fighting training.

e. Two collateral duty safety officers attended the Federal Safety Conference.

f. Six employees who utilize various types of electrical equipment

were provided special training in the use of resuscitators and fire extinguishers suitable for electrical fires.

g. The National Safety Council's ten-hour safety course "Key Man" was presented to twenty-one employees at one facility.

h. Twelve members of the fire brigade at a major warehouse facility received eight hours training in fire-fighting techniques.

i. The Agency participated in the National Safety Council's Safe Drivers Award Program. Seventy-five employees received the National Safety Council's one-year safe driving award. Twenty-two (22) motor vehicle operators attended six-hour courses in safe driving.

10. Preventive medicine

a. In October 1971 the Multiphasic Testing and Periodic Health Examination Program was initiated. In this program employees not otherwise seen by the Office of Medical Services (OMS) on any recurrent basis are provided clinical screening tests; where these tests indicate, subsequent medical evaluation is also provided. The program has been well received by employees and management.

b. The traditional Agency programs continued for physical examinations for certain assignments, health services, immunizations for overseas assignment

and voluntary influenza immunization, and for cafeteria and other occupational health inspections.

c. The OMS Consultative Services program continued in its fifth year. This makes professional advisory assistance available to employees on a purely voluntary basis for personal or job-related matters.

11. Health hazards

Special baseline medical evaluations were conducted on employees involved in hazardous duties such as laser work, fluoroscopy machines, chemicals, high background noises, and optical magnification systems.

12. Health education

a. A quarterly medical newsletter for employees was produced. These featured articles on subjects such as hypertension, cancer and psychological stress. A section of each newsletter also provided answers to employee questions on health topics.

b. Notices were distributed to employees concerning the Health Education Program, Drug Abuse, Program for the Prevention and Treatment of Alcoholism, and OMS Consultative Services.

c. A 45-minute presentation on drug abuse was given for employees in the headquarters area. The presentation consisted of a narrative, accompanied by slides realistically

depicting the drug scene, type of drugs, paraphernalia and methods commonly used by abusers, and physiological deterioration resulting from extended use of the drugs.

d. One hundred and eighty-eight (188) employees received training in first-aid and pneulator courses.

B. The emphasis on the safety and health program of the Central Intelligence Agency has resulted in the increased participation of the employees as they have become more cognizant of the program and its objectives.

PART II. ACTIVITIES PLANNED FOR 1974

A. The Central Intelligence Agency will continue its efforts to provide safe and healthful work conditions for all of its employees as provided for in the Occupational Safety and Health Act and Executive Order 11612.

B. In accordance with guidelines provided by the U. S. Department of Labor, the Agency is participating in the "Safety '76" campaign as follows:

1. A notice has been distributed to employees advising them of the campaign and urging their full cooperation. In addition, an employee bulletin is being prepared for distribution outlining certain subjects regarding safety on the road.

2. A series of motor vehicle safety films will be presented to Agency employees in the headquarters area.

3. Lectures and film presentations are scheduled on motor vehicle safety to operators of Agency motor vehicles.

4. Motor vehicle safety literature will be distributed during March and April under the Educational and Promotional Program.

C. The three major causes of disabling injuries/illnesses to Agency employees during 1973 were handling material and equipment, slips and falls, and health hazards. Special emphasis will, therefore, be placed on these causes in continuing the activities as outlined in Part I, paragraph A. In addition, greater emphasis will be placed as follows:

1. Efforts will be made to increase the number of comprehensive safety and health inspections.

2. Safety training

- a. A six-hour course on forklift safety will be presented to approximately fifty employees at a major warehouse facility.

- b. A fifteen-hour course on employee safety will be presented to approximately fifteen employees at an Agency facility.

- c. Two one-week courses on general safety topics will be presented to security officers who will also have collateral safety inspection duties.

- d. Approximately eighty-five (85) motor vehicle operators will participate in the National Safety Council's Safe Drivers Award Program and eight are scheduled to attend a six-hour course in safe driving.

3. An up-to-date roster will be maintained of all collateral duty safety officers in the headquarters area. Each new collateral duty safety officer will be briefed on his responsibilities, the OSHA and EO 11612.

4. Preventive medicine

a. The Multiphasic Testing and Periodic Health Examination Program is scheduled for evaluation as of 30 June 1974. Assuming this milestone evaluation is favorable, plans for the continued expansion of the program to cover more employees will be implemented.

b. The traditional programs mentioned in Part I will be continuously reviewed and refined as appropriate.

5. Health hazards

Follow-up evaluations will be conducted for the employees who received baseline evaluations in CY 1973.

6. Health education

a. A Heart Exhibit now being developed by the OMS will be presented in 1974. This will be somewhat analogous to the highly successful Drug Abuse Exhibit reported in our annual report for CY 1972.

b. Previous health education and training activities will continue.

D. Policy changes are not necessary to place special emphasis on the activities as outlined in Part II.

PART III. GENERAL INFORMATION

A. Information concerning the address of the Agency, name and title of the Agency head, and the name of his headquarters safety and health designees are provided in Attachment 1. As advised in previous reports, the number of employees will not be submitted.

B. A list of personnel in the headquarters area who devote full time to the Agency's Safety and Health Program are listed in Attachment 2. There are no full time safety officers assigned to field installations.

PART IV. OCCUPATIONAL SAFETY AND HEALTH PROGRAM STATUS

There have not been any major changes in the detailed report of the Central Intelligence Agency's Safety and Health Programs as filed with the Secretary of Labor on 14 March 1972.

TAB

HEADQUARTER'S INFORMATION

NAME/TITLE/ADDRESS

AGENCY

Central Intelligence Agency
Washington, D. C. 20505

AGENCY
HEAD

William E. Colby
Director of Central Intelligence

SAFETY AND
HEALTH
DESIGNEES

Director of Security
Director of Medical Services

NUMBER
OF
EMPLOYEES

HEADQUARTERS N/A

FIELD N/A

TOTAL N/A

TAB

INTERNAL SAFETY AND HEALTH PROGRAM

PERSONNEL STATISTICS

NUMBER IN GRADE LEVEL - HEADQUARTERS

G.S. SERIES	5-7	8-10	11	12	13	14	15	16+
018 (SAFETY SPECIALIST)		2		1	1			
690 (INDUSTRIAL HYGIENIST)								
803 (SAFETY ENGINEER)								
804 (FIRE PROTECTION ENGR.)		1						
COLLATERAL DUTY								

NUMBER IN GRADE LEVEL - FIELD

G.S. SERIES	5&6	7&8	9&10	11	12	13	14	15
018 (SAFETY SPECIALIST)								
690 (INDUSTRIAL HYGIENIST)								
803 (SAFETY ENGINEER)								
804 (FIRE PROTECTION ENGR.)								
COLLATERAL DUTY								

VACANCIES: 1 - Safety Branch